

September 12, 2002

**MEMORANDUM**

**TO:** Finance, Administrative, and Human Resources Officers  
All State Agencies

**FROM:** Richard T. Lowe, Director  
Financial Operations Division  
Office of Financial Management

**SUBJECT:** **Personal and School Leave Grant--October 2002**

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**Policies and Procedures for Classified Employees**

*October 2002 Personal Leave Grant:*

As of October 1, 2002, the State of Michigan will grant personal leave (recorded as annual leave in HRMN) to classified and unclassified employees as outlined in the attached chart. Please note that classified employees who have not completed 1,040 hours (2,080 hours for those in unit C-12) of satisfactory service are not eligible for this leave grant. The employing agency must manually delete the grant using the TA70 (Plan Adjustments) screen in HRMN for those employees who have not completed 1,040 hours (2,080 hours for those in unit C-12) of satisfactory service. If the annual leave adjustments, usage, and accruals recorded for the pay period ending October 12, 2002 cause the employee's annual leave balance to exceed the employee's annual leave maximum, the annual leave balance will be reduced to the annual leave maximum as of October 17, 2002.

Classified employees eligible to receive a "Full" leave grant (see attached chart) will receive it automatically through HRMN. The adjustments will be processed on October 4, with an effective date of October 1. The only exception is for employees in unit code E-42 in intermittent status (status code AC) that worked at least 80 hours in the pay period that includes October 1, 2002. This group of employees is eligible for a "Full" grant, but will not receive it automatically through HRMN.

Instead, the leave grant must be entered by the employing agency using the TA70 (Plan Adjustments) screen in HRMN.

Classified employees eligible to receive a "Partial" leave grant (see attached chart) will have the amount of the grant calculated in accordance with existing holiday pay procedures.

Eligible employees on a leave of absence on October 1 are to receive, via a manual adjustment, the appropriate "Full" or "Partial" grant upon their return to active employment status. The amount of the grant is the same as the employee would have received if they had been active on the payroll on October 1.

Classified employees eligible to receive a "Full" or "Partial" leave grant who are on a layoff when the automatic adjustment is made will not automatically receive the grant. When these employees return to work, the personnel office should credit the employee with the proper pro-rated "Full" or "Partial" grant based on the number of pay periods remaining in the fiscal year. For example, if a W-22 employee who is eligible for the "Full" grant returns from a layoff with 8 pay periods remaining in the "fiscal year", the grant would be calculated by dividing the number of pay periods remaining in the fiscal year by the total number of pay periods (26) and multiplying this by the "Full" grant.  $((8/26) * 16) = 4.9$  hours. Pro-rated "Partial" grants would be calculated the same but the 16 hours would already be reduced based on

existing holiday procedure. NOTE: "Partial" grants are not applicable to employees in unit C-12. If a C-12 employee returns from layoff, they would receive a pro-rated "Full" grant. "Full" grants for employees in unit C-12 are 8 hours.

*October 2002 School Leave Grant:*

On October 1, 2002, the State of Michigan will grant 8 hours of school leave to permanent classified employees in unit codes A-02, A-31, E-42, U-11, Y-23, Y-50, Y-51, Y-98, and Y-99; and to permanent and limited term employees in units H-21, L-32, W-22, and W-41. These employees must have completed 1,040 hours of satisfactory service and are not on a layoff. The employing agency must manually delete the grant using the TA70 (Plan Adjustments) screen in HRMN for those employees who have not completed 1,040 hours of satisfactory service. Unused school leave balances from the prior fiscal year are not carried over into the new fiscal year.

Permanent classified employees who have accepted a limited term appointment (e.g. to a position in the State Executive Service) in unit codes A-02, A-31, E-42, U-11, Y-23, Y-50, Y-51, Y-98, or Y-99 are also eligible for 8 hours of school leave. The school leave grant for permanent employees in these units who have accepted a limited term appointment will not be recorded automatically through HRMN. Instead, it must be entered by the employing agency using the TA70 (Plan Adjustments) screen in HRMN.

**Policies and Procedures for Unclassified Employees**

*October 2002 Personal Leave Grant:*

Full-time unclassified employees in unit codes Z-85 and Z-86 who have elected the Civil Service Benefits Agreement Option are authorized to receive sixteen hours personal leave (recorded as annual leave in HRMN) as of October 1, 2002. Unclassified employees in unit codes Z-85 and Z-86 who have elected the Civil Service Benefits Agreement Option and are in less than full time status are authorized to receive a prorated number of hours of personal leave on a basis consistent with existing holiday pay procedures.

The grant of annual leave to unclassified employees will be recorded automatically through HRMN as it is for classified employees. The adjustments will be processed on October 4, with an effective date of October 1. If the annual leave adjustments, usage, and accruals recorded for the pay period ending October 12, 2002 cause the employee's annual leave balance to exceed the employee's annual leave maximum, the annual leave balance will be reduced to the annual leave maximum as of October 17, 2002.

*October 2002 School Leave Grant:*

Unclassified employees in unit codes Z-85 and Z-86 who have elected the Civil Service Benefits Agreement Option are authorized to receive eight hours of school leave as of October 1, 2002. The grant of school leave to unclassified employees will be recorded automatically through HRMN as it is for classified employees.

Please refer any questions regarding this memo to either Mr. Mike Krouse at (517) 373-2866 or Mr. Patrick Hague at (517) 241-3204.

Attachment

cc w/att:	N. Duncan	J. Winters, OSE	C. Mowitz, Civil Service
	M. Moody	P. Moczul, OSE	M. Fedorchuk, Civil Service
	S. Stier	D. Simon, MAIN HRS	
	L. Mester		
	FOD – CPS Staff		

**PERSONAL LEAVE GRANT FOR CLASSIFIED EMPLOYEES**  
**October 1, 2002**

Unit Codes	# of Hours	Eligibility Requirements to receive "Full" Grant	Eligibility Requirements to Receive "Partial" Grant
<b>CLASSIFIED EMPLOYEES</b>			
A-02, A-31, H-21, L-32, T-01, Y-23, Y-50, Y-51, Y-98, Y-99	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE =1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], <b>OR</b> [AD or AP w/ FTE&lt;1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
E-42	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE =1] <b>OR</b> [AC and has worked at least 80 hours during the pay period ending 10/12/02].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], <b>OR</b> [AD or AP w/ FTE&lt;1] <b>OR</b> [AC and has worked less than 80 hours during the pay period ending 10/12/02].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
U-11, W-22, W-41	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE=1].</li> <li>Employee status code of [AB], [AC], [AD or AP w/ FTE&lt;1], [AE] AND worked at least 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], or [AD or AP w/ FTE&lt;1] AND worked less than 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
C-12	8	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE=1].</li> <li>Has completed 2,080 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Partial grants are not applicable in unit code C-12.</li> </ul>
<b>UNCLASSIFIED EMPLOYEES</b>			
Z-85, Z-86	16	<ul style="list-style-type: none"> <li>Employee status code of [AF w/ FTE=1].</li> <li>Has elected the Civil Service Benefits Option.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AF w/ FTE&lt;1].</li> <li>Has elected the Civil Service Benefits Option.</li> </ul>

Relevant Status Codes:

AA: Full-Time (Classified)  
 AB: Part-Time (Classified)  
 AC: Permanent Intermittent (Classified)  
 AD: Limited Term (Classified)  
 AE: Seasonal (Classified)  
 AF: Unclassified  
 AP: Workers Compensation